

**VACANCY NOTICE**

#02-06 N

CS-376

REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <b>E &amp; T Administrator (MARKETING &amp; PUBLIC RELATIONS)</b>		<b>A 0206</b>	
	SALARY RANGE: (135A) \$58569-\$66331		CLASSIFICATION CODE: 02589900	
	Labor & Training <b>** Executive Office</b>		REFERENCE POSITION NO.: 1 Position	
	Department or Agency Name <i>Division/Section/Unit</i>		APPLICATION PERIOD: 05-07-06 thru 05-15-06	
	<b>***PREVIOUS APPLICANTS NEED NOT APPLY***</b>			
	Assignment(s) / Comments		Job Location: 1511 Pontiac Avenue Cranston, RI 02920	
General Information to Candidate	Shift and Days: Mon.-Fri. 8:30am-4:00pm Non-Standard			
	Restrictions/Limitations:			
	Position Covered By Collective Bargaining Union Agreement		Yes _____ No <u>x</u>	
	Name of Bargaining Unit Union:			
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position		<b>See A/B or Both for Specific Instructions</b>	
	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b> <ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>			
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b> <p>To serve in the Executive Office of the Director and act as the Department's primary spokesperson and point of contact for all media, marketing, and public relations programs. This position will be responsible to centralize the work of staff in the creation and development of a comprehensive multi-media information and public relations program for the Department and workforce development system.</p>			
	Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> <b>EDUCATION:</b> Such as may have been gained through: graduation from a college of recognized standing with a specialization in business or public administration, communication, marketing or a closely related field; and <b>EXPERIENCE:</b> Such as may have been gained through: considerable experience in a position responsible for employment and training programs, including the planning, development and promotion of such programs. Demonstrated experience in strategic planning, media relations, events planning and broadcasting preferred. OR, any combination of education and experience that shall be substantially equivalent to the above education and experience.		
Where to Apply		Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>		
	<b>Dept. of Labor &amp; Training</b> <b>Human Resources Service Center</b> <b>Office of Human Resources, Bldg. #72-1</b> <b>1511 Pontiac Avenue</b> <b>Cranston, RI 02920</b>		Telephone #: <b>462-8840</b> TDD #: <b>462-8006</b> (Telecommunication Device for the Deaf)  Fax#: <b>462-8849</b>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER